

Welcome to the NOAA 2011 Combined Federal Campaign!

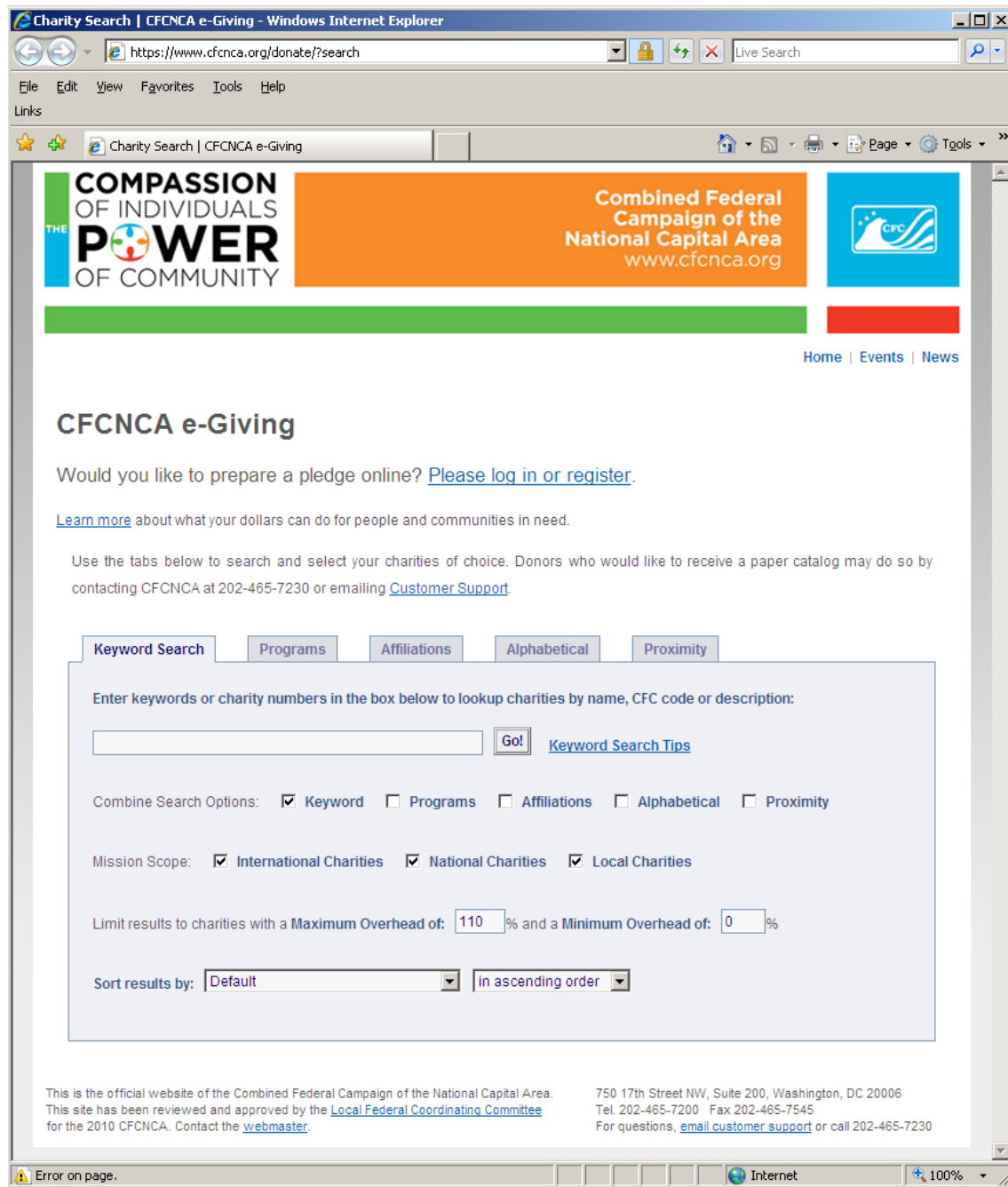
This is a tutorial for the electronic e-Giving procedures in making a donation. Please follow the instructions carefully to ensure that your donations are properly recorded.

We encourage you to use e-Giving because it is easy, saves time, provides greater accuracy, is more secure, and lowers administrative costs associated with the CFC Campaign. Electronic donations include:

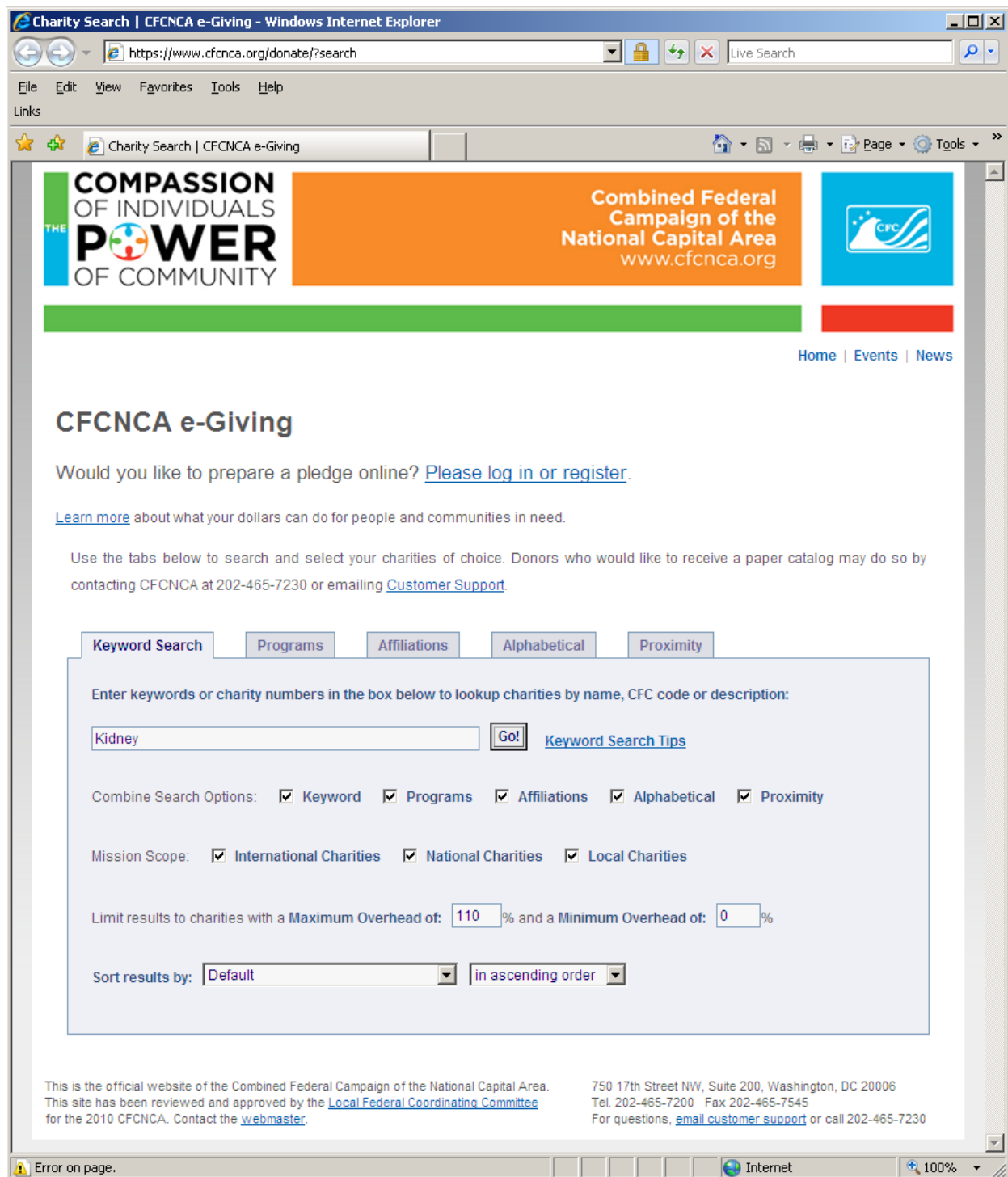
- Paperless Payroll – Automatic deductions from your payroll check throughout the year. (e.g. \$5 for each of the 26 pay periods equals to a total donation of \$130.00 during the 2011 Calendar Year.) This option can only be used by Federal Employees.
- e-Giving – Credit or Debit Cards, or e-Checks can be set up for one-time or 12 recurring donations. Federal Employees and Contractors both use this easy electronic method.
- e-Giving Print and Submit – Payroll (Federal Employees), and Check or Cash (Federal Employees and Contractors) can be entered on-line and then printed. Be sure to print three copies, then keep one and give two to your keyworker.
- Paper Pledge Form - Payroll (Federal Employees), and Check or Cash (Federal Employees and Contractors) can request the forms from your keyworker.

e-Giving:

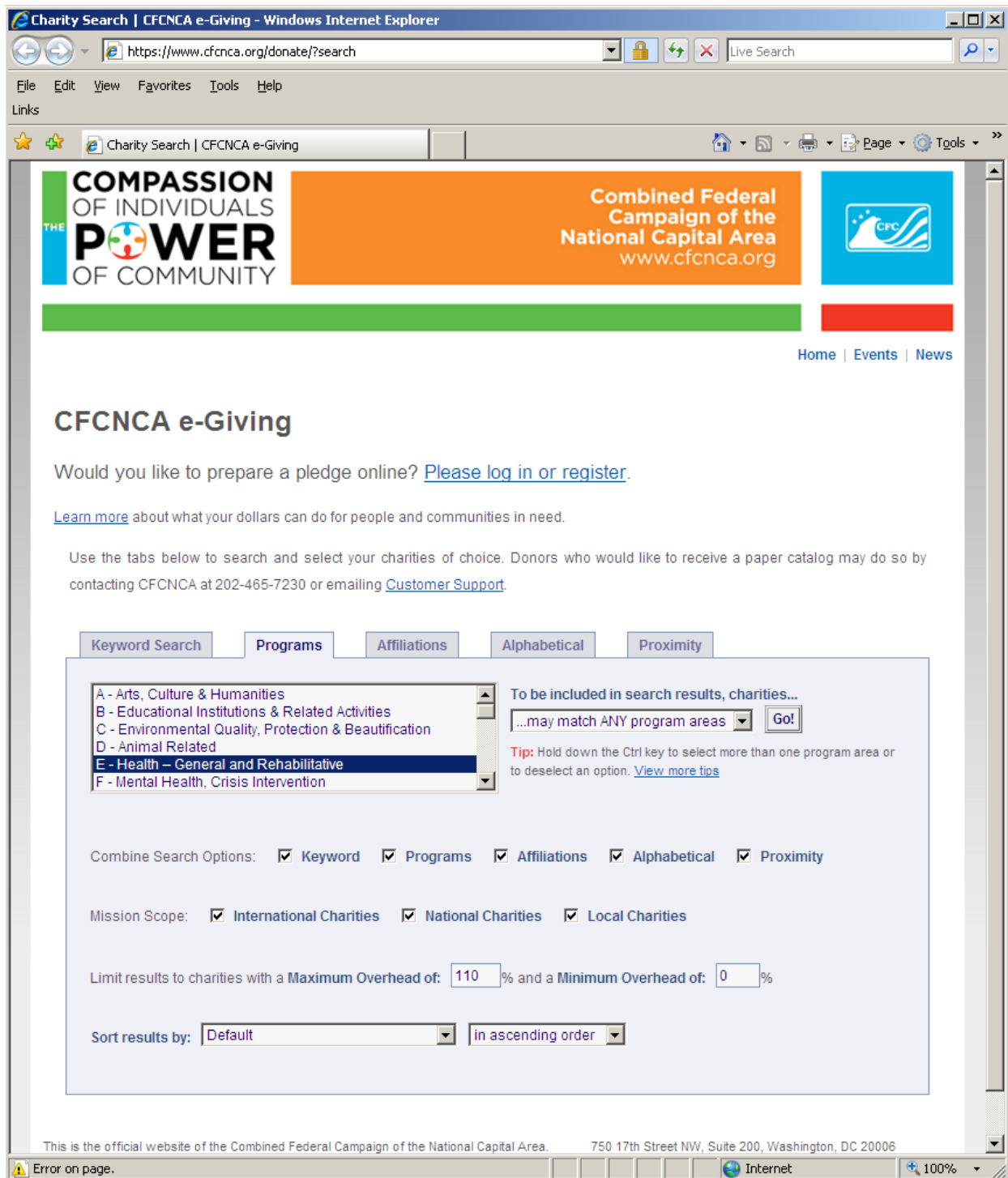
To begin your e-Giving pledge, begin by selecting the CFCNCA e-Giving website <https://www.cfcnca.org/donate/?search> that can be accessed from the NOAA CFC website <http://www.cfc.noaa.gov/>.



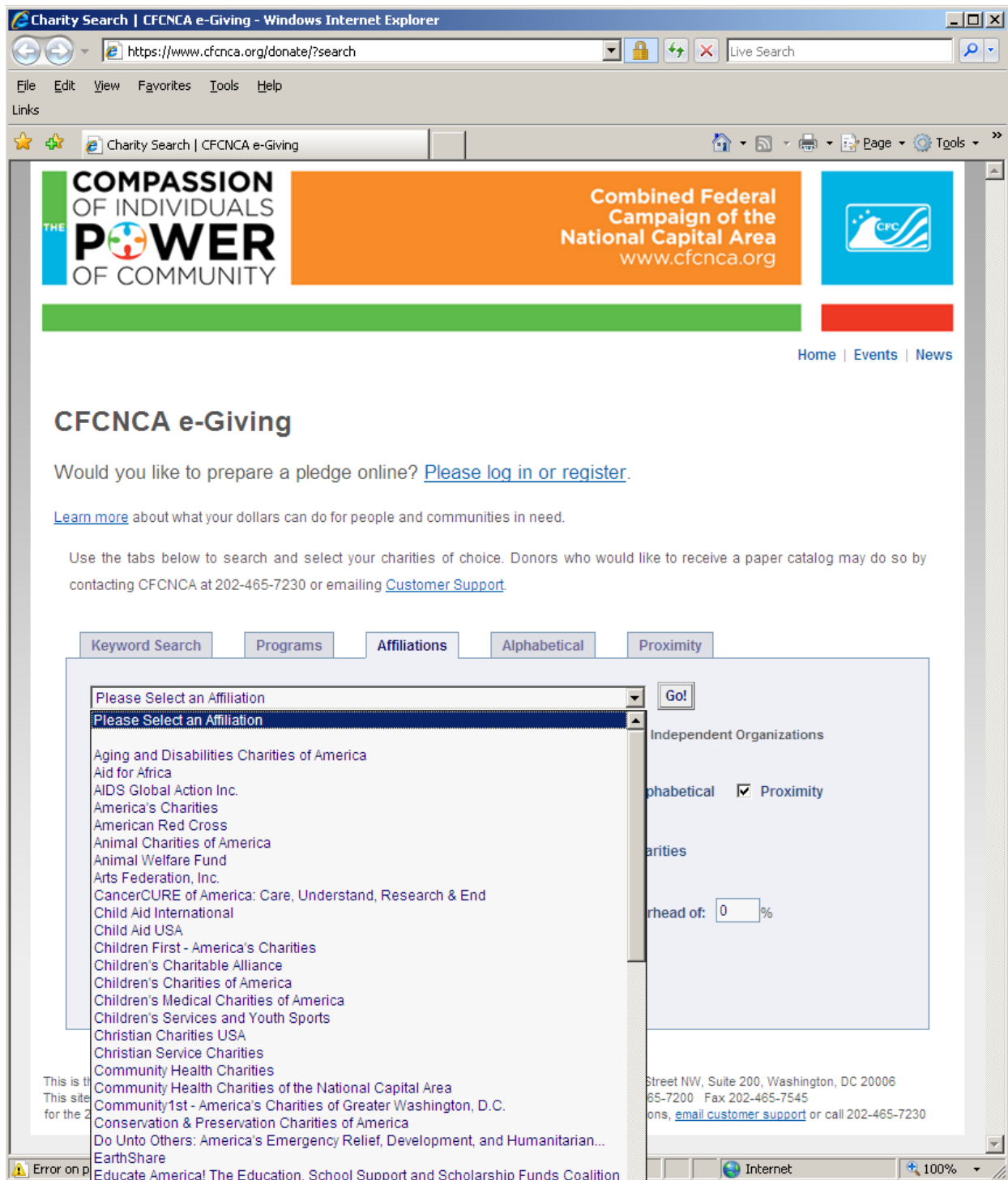
Begin by finding the charity or charities that you want to donate to. Each Charity has a specific code for you to enter onto your pledge form that will allow the specific charitable distributions that you specify.



The Keyword Search can use any word to help you find charities. You can also choose to refine your search by adding Programs, Affiliations, and the other options to the search. Just uncheck those options that you do not want to use.



Programs is another easy way to look for the charities that you are interested in.



You can also check out the list of Affiliations from that tab as well.

When you have chosen all of the search parameters, select "GO". Your search results will appear at the bottom of the page below the search information.

Search Results | CFCNCA e-Giving - Windows Internet Explorer

https://www.cfcnca.org/donate/?results

File Edit View Favorites Tools Help

Links

Search Results | CFCNCA e-Giving

areas matching E

Found 8 charities . . .

National Kidney Foundation

With nationwide programming, NKF provides scientific research, professional/public education, patient and community services for 26-million Americans with chronic kidney disease and 20-million at risk.

Affiliation: Community Health Charities

CFC #12003 EIN #131673104 Overhead: 24.0% Program Areas: [E](#) [G](#) [H](#) Keyword Relevance: 4.4

www.kidney.org (800)622-9010

American Kidney Fund

The American Kidney Fund fights kidney disease through direct financial support to patients in need; health education; and prevention efforts.

Affiliation: Community Health Charities

CFC #11404 EIN #237124261 Overhead: 3.5% Program Areas: [E](#) [G](#) [P](#) Keyword Relevance: 4.1

www.kidneyfund.org (800)638-8299

National Kidney Foundation of Maryland, Inc.

Dedicated to prevention, treatment, cure of kidney/urologic diseases. Provides variety of patient services, community and professional education, research funding. Promotes organ donor awareness.

Affiliation: Local Independent Charities

CFC #85803 EIN #52-6069952 Overhead: 23.9% Program Areas: [E](#) [H](#) [P](#) Keyword Relevance: 4.1

www.kidneymd.org (410)494-8545 1107 Kenilworth Drive, Suite 202, Baltimore, MD 21204

National Kidney Foundation of the National Capital Area Inc

NKF/NCA provides information, screenings, education, support for kidney disease patients and their families, conducts kidney disease research, and promotes organ donation.

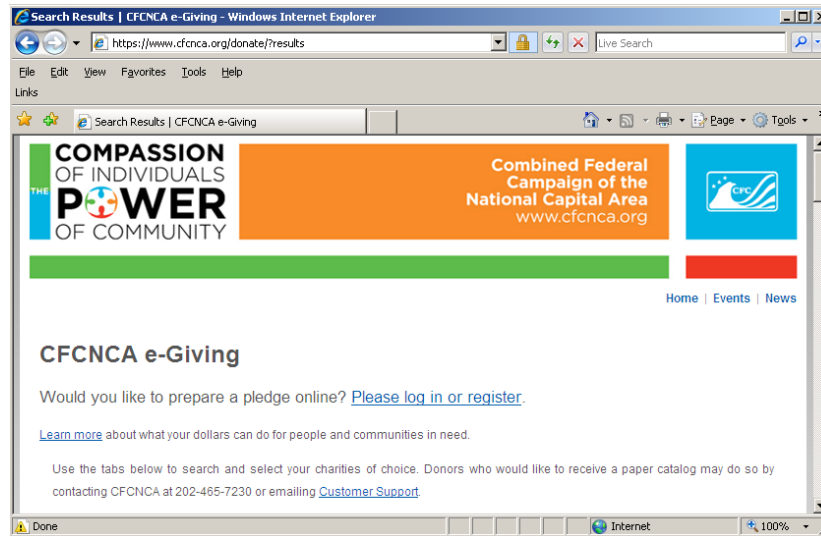
Affiliation: United Way of the National Capital Area

CFC #43584 EIN #52-1001444 Overhead: 13.3% Program Areas: [E](#) [P](#) [H](#) Keyword Relevance: 4.1

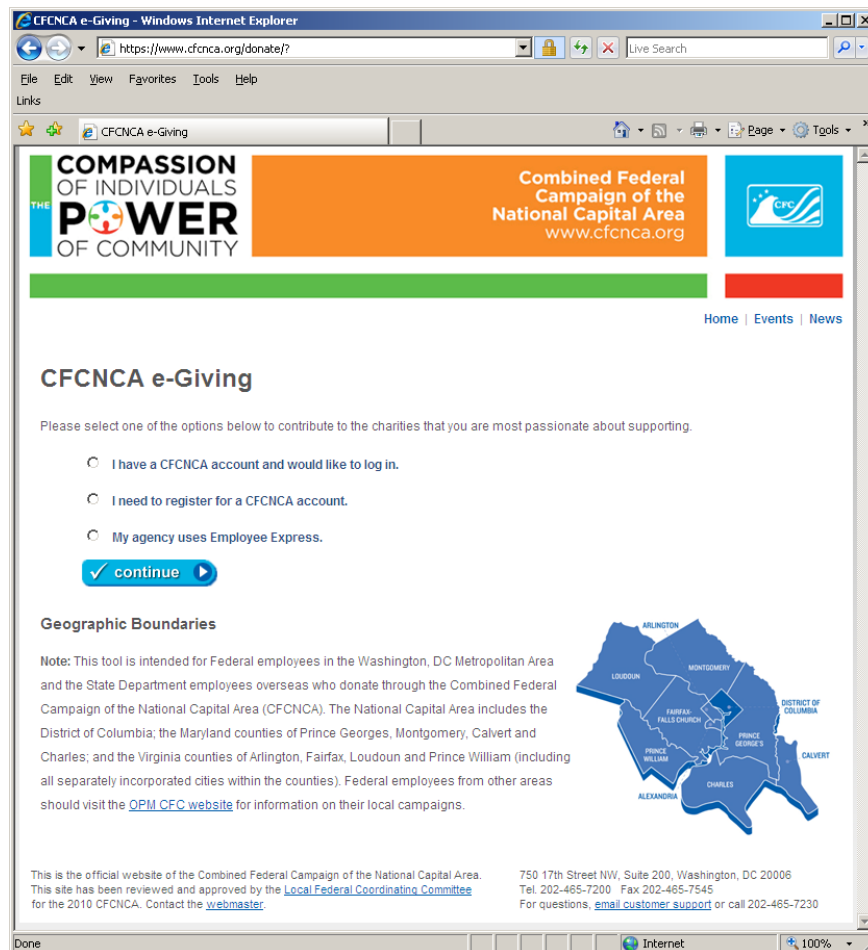
www.kidneywdc.org (202)244-7900 5335 Wisconsin Avenue, NW, Washington DC 20015

Internet 100%

Review information and be sure to write down CFC numbers that dictate where you want your donations to go. (e.g. 11404 for the American Kidney Fund)



Scroll back to top of the page and select “[Please log in or register](#)”



Choose the “I need to register for a CFCNCA account and the information lines that you see above will appear.

CFCNCA e-Giving - Windows Internet Explorer

https://www.cfcnca.org/donate/?

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CFCNCA e-Giving

Page Tools

COMPASSION OF INDIVIDUALS THE POWER OF COMMUNITY

Combined Federal Campaign of the National Capital Area
www.cfcnca.org

CFC

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CFCNCA e-Giving

Please select one of the options below to contribute to the charities that you are most passionate about supporting.

☐ I have a CFCNCA account and would like to log in.

☒ I need to register for a CFCNCA account.

* Work Email Address: * Work Email (again to confirm):

* Create a Password: * Password (again to confirm):

* Reporting Unit: Please enter keywords below to select your [reporting unit](#) ... [need help?](#)

☐ My agency uses Employee Express.

Geographic Boundaries

Note: This tool is intended for Federal employees in the Washington, DC Metropolitan Area and the State Department employees overseas who donate through the Combined Federal Campaign of the National Capital Area (CFCNCA). The National Capital Area includes the District of Columbia; the Maryland counties of Prince Georges, Montgomery, Calvert and Charles; and the Virginia counties of Arlington, Fairfax, Loudoun and Prince William (including all separately incorporated cities within the counties). Federal employees from other areas should visit the [OPM CFC website](#) for information on their local campaigns.

This is the official website of the Combined Federal Campaign of the National Capital Area. This site has been reviewed and approved by the [Local Federal Coordinating Committee](#) for the 2010 CFCNCA. Contact the [webmaster](#).

750 17th Street NW, Suite 200, Washington, DC 20006
Tel. 202-465-7200 Fax 202-465-7545
For questions, [email customer support](#) or call 202-465-7230

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Fill in all of the information and choose the blue “continue” button at the bottom of the page.

The screenshot shows a web browser window titled "CFCNCA e-Giving - Windows Internet Explorer". The address bar shows the URL "https://www.cfcnca.org/donate/?". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar contains icons for back, forward, home, and search, along with a "Live Search" input field. The page content features a header with the CFCNCA logo on the left, which includes the text "THE COMPASSION OF INDIVIDUALS POWER OF COMMUNITY", and an orange banner on the right that reads "Combined Federal Campaign of the National Capital Area" with the website "www.cfcnca.org". Below the header is a green horizontal bar. The main heading is "CFCNCA e-Giving". A message states: "Please select one of the options below to contribute to the charities that you are most passionate about supporting." There are two radio button options: "I have a CFCNCA account and would like to log in." and "I need to register for a CFCNCA account." The second option is selected. The registration form includes several fields: "Work Email Address:" and "Work Email (again to confirm):" with corresponding input boxes; "Create a Password:" and "Password (again to confirm):" with corresponding input boxes; and a "Reporting Unit:" section with a text input field containing "4023903" and a dropdown menu showing "4023903 DOC NOS Ofc Coastal Survey (NOAA)". A link "need help?" is also present. The browser's status bar at the bottom shows "Internet" and a zoom level of "100%".

CFCNCA e-Giving - Windows Internet Explorer

https://www.cfcnca.org/donate/?

File Edit View Favorites Tools Help

Links

CFCNCA e-Giving

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CFCNCA e-Giving

Please select one of the options below to contribute to the charities that you are most passionate about supporting.

☐ I have a CFCNCA account and would like to log in.

☒ I need to register for a CFCNCA account.

* Work Email Address: * Work Email (again to confirm):

* Create a Password: * Password (again to confirm):

* Reporting Unit: Please enter keywords below to select your reporting unit... need help?

Internet 100%

Be sure to enter the Reporting Unit number for your Staff or program Office. Then select the "Continue" button at the bottom of the form.

If you do not know your Reporting Unit ID or do not have access to it, there are three methods you can use to get it.

CFCNCA e-Giving - Windows Internet Explorer

https://www.cfcnca.org/donate/

File Edit View Favorites Tools Help

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CFCNCA e-Giving

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☒ I need to register for a CFCNCA account.

* Work Email Address: * Work Email (again to confirm):

* Create a Password: * Password (again to confirm):

* Reporting Unit: Please enter keywords below to select your [reporting unit](#) . . . [need help?](#)

NOAA

- 4023800 DOC National Marine Fisheries Service (NOAA) (DOC National Marine Fish Se
- 4023801 DOC NMFS Admin Exec Offices (NOAA)
- 4023802 DOC NMFS Ofc of Sus Fisheries (NOAA) (DOC NMFS Ofc of Sustainable Fische
- 4023803 DOC NMFS Ofc Habitat Conservation (NOAA)
- 4023804 DOC NMFS Ofc of Protec. Services (NOAA) (DOC NMFS Ofc of Protected Servic
- 4023805 DOC NMFS Ofc Science & Technology (NOAA)
- 4023806 DOC NMFS Finance, Mgmt, & Budget (NOAA) (DOC NMFS Finance, Mgmt, and
- 4023900 DOC National Ocean Service (NOAA)
- 4023901 DOC NOS Admin Exec Offices (NOAA)
- 4023902 DOC NOS Ofc Ocean & Coastal RM (NOAA)

☐ My agency uses Employee Express.

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The first is to start typing in the name or acronym of your Department or Office and see what appears in the list. NOAA codes begin with 4023 (NMFS, NOS), 4024 (NWS, NESDIS, OAR, OFCM), or 4027 (OGC, CIO, OMAO, Ofc. of Communications, OUS, OLA) or 4028 (PPI & PAE, WFMO, CFO, OCAO, AGO, OIA, and OED). There is a detailed listing of reporting numbers on NOAA CFC website (left side of home page)

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Please select one of the options below to contribute to the charities that you are most passionate about supporting

☐ I have a CFCNCA account and would like to log in.

☒ I need to register for a CFCNCA account.

* Work Email Address: * Work Email (again to confirm):

* Create a Password: * Password (again to confirm):

* Reporting Unit: Please enter keywords below to select your [reporting unit](#)... [need help?](#)

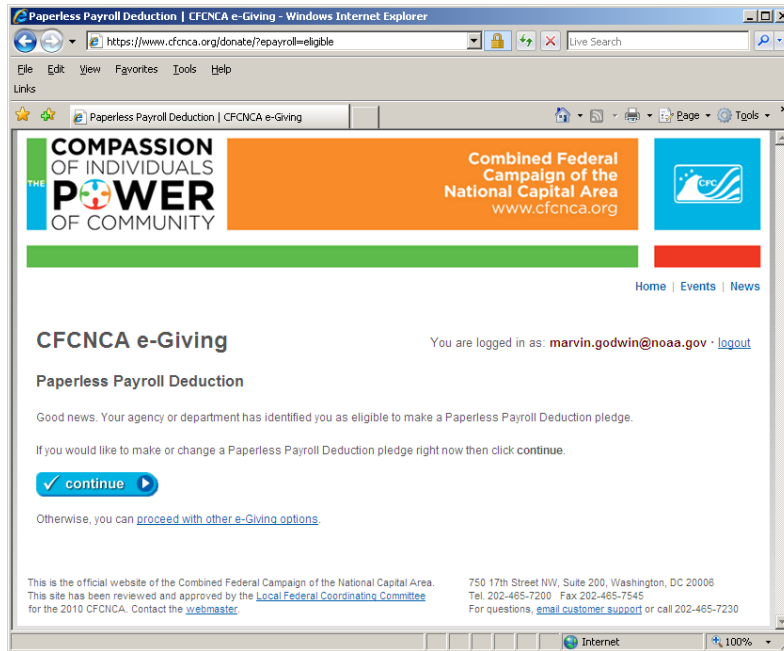
402

- 1040200 GAO Forensic Audits & Special Investigat (GAO Forensic Audits & Special Inve
- 1140200 LOC Integrated Support Operations
- 4020100 DOC Economic Devel Admin
- 4020200 DOC Bureau of Industry & Security (BIS)
- 4020300 NIST MEP(480) (DOC NIST Manuf Ext Partnership Program (480))
- 4020400 DOC Office of the CIO
- 4020500 DOC National Technical Info Svc
- 4020600 DOC Minority Business Development
- 4020800 DOC Natl Telecom & Info Admin
- 4021000 NIST Tech Innovation Program (470)

☐ My agency uses Employee Express.

If you know first 3 or more numbers in your office's code, just start entering them in the "Reporting Unit" line and a list will pop-up when you get to the third letter. Naturally, the more numbers you enter, the shorter the list becomes.

The third method is to ask your office Key Worker. They will be more than happy to ensure that you have all of the information needed to process your request.

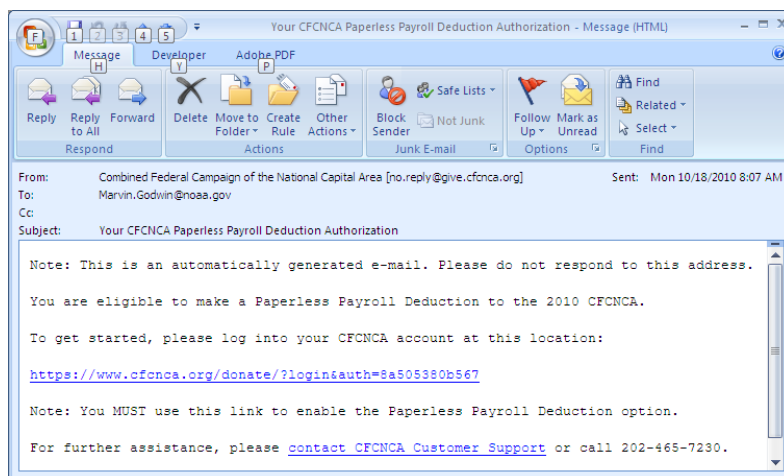


To submit a PAYROLL deduction (Federal Employees Only), select the continue button. If not, choose the [“proceed with other e-Giving options”](#) link.

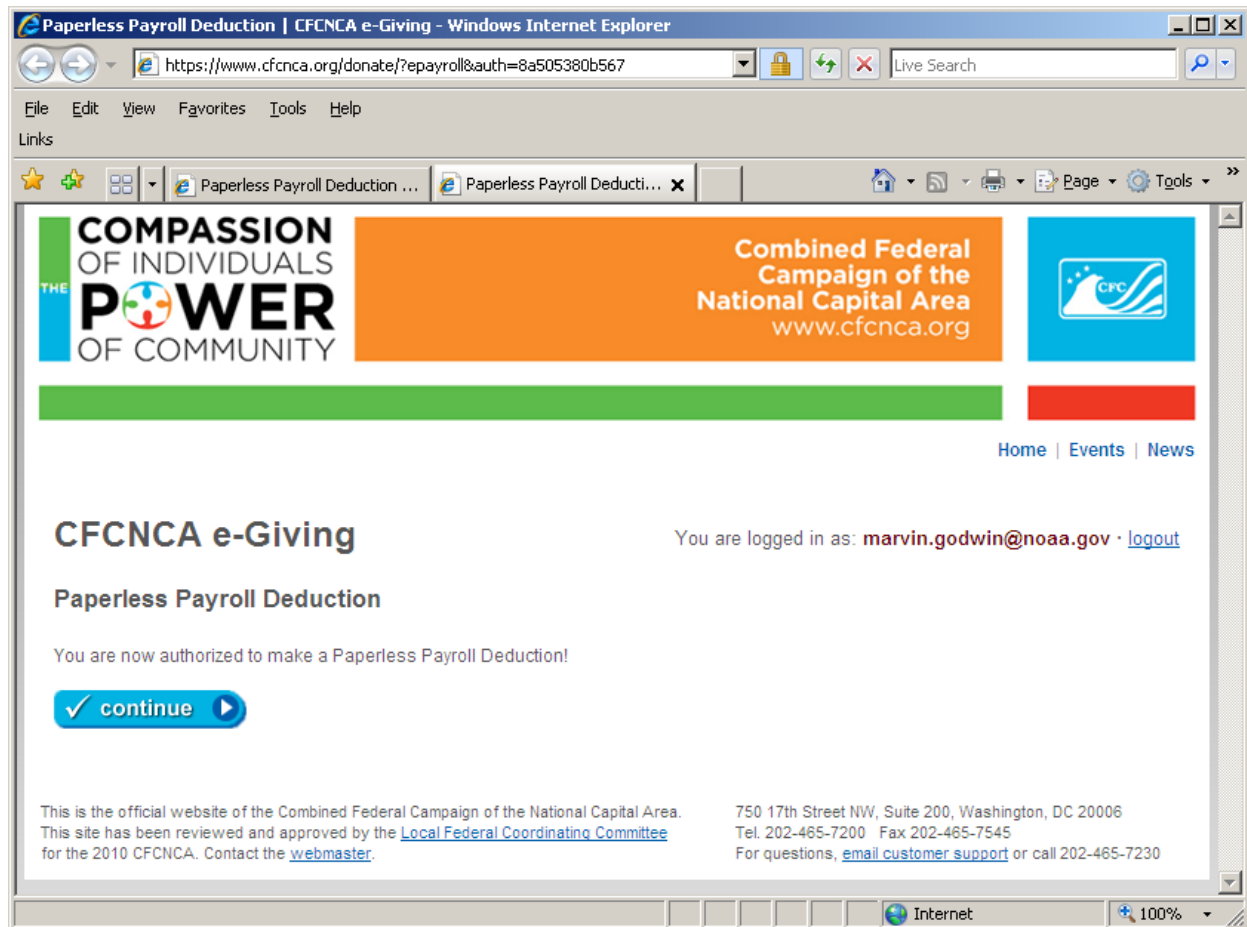
NOTE: Selecting the “Continue” button adds “Paperless: Payroll Deduction” payment option to the list of methods that will appear on the next page. Otherwise, the procedures and list are the same.

PAPERLESS PAYROLL

After registering and selecting the blue “Continue” button, an automated email message will be generated and sent to you inbox.



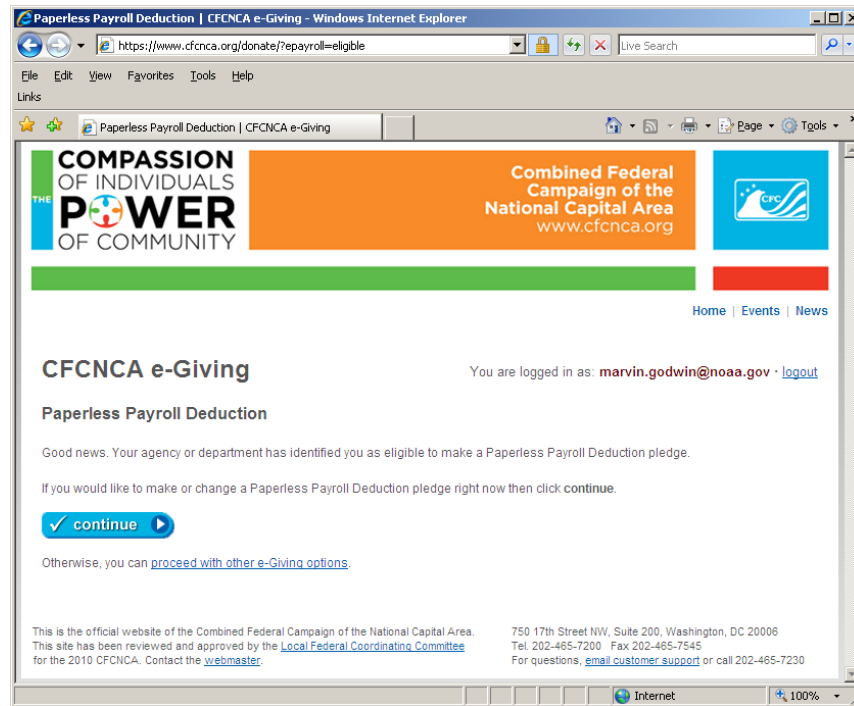
Follow the instructions provided in the email. Clicking on the link in the email will take you back to the donation / contribution form, but it now will appear with as authorized to make the deduction.



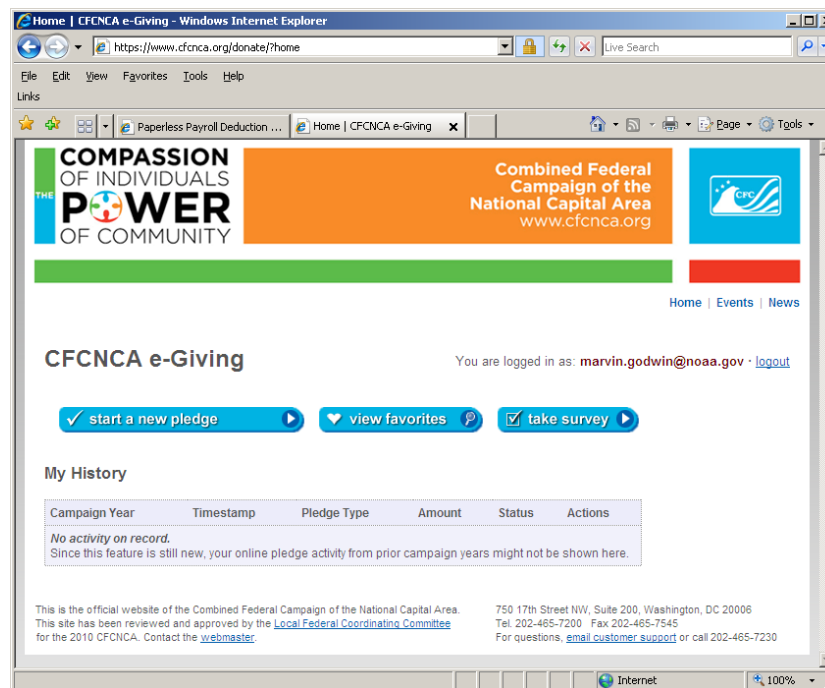
Select the blue “Continue” button.

Then follow the directions provided for **E-GIVING** below.

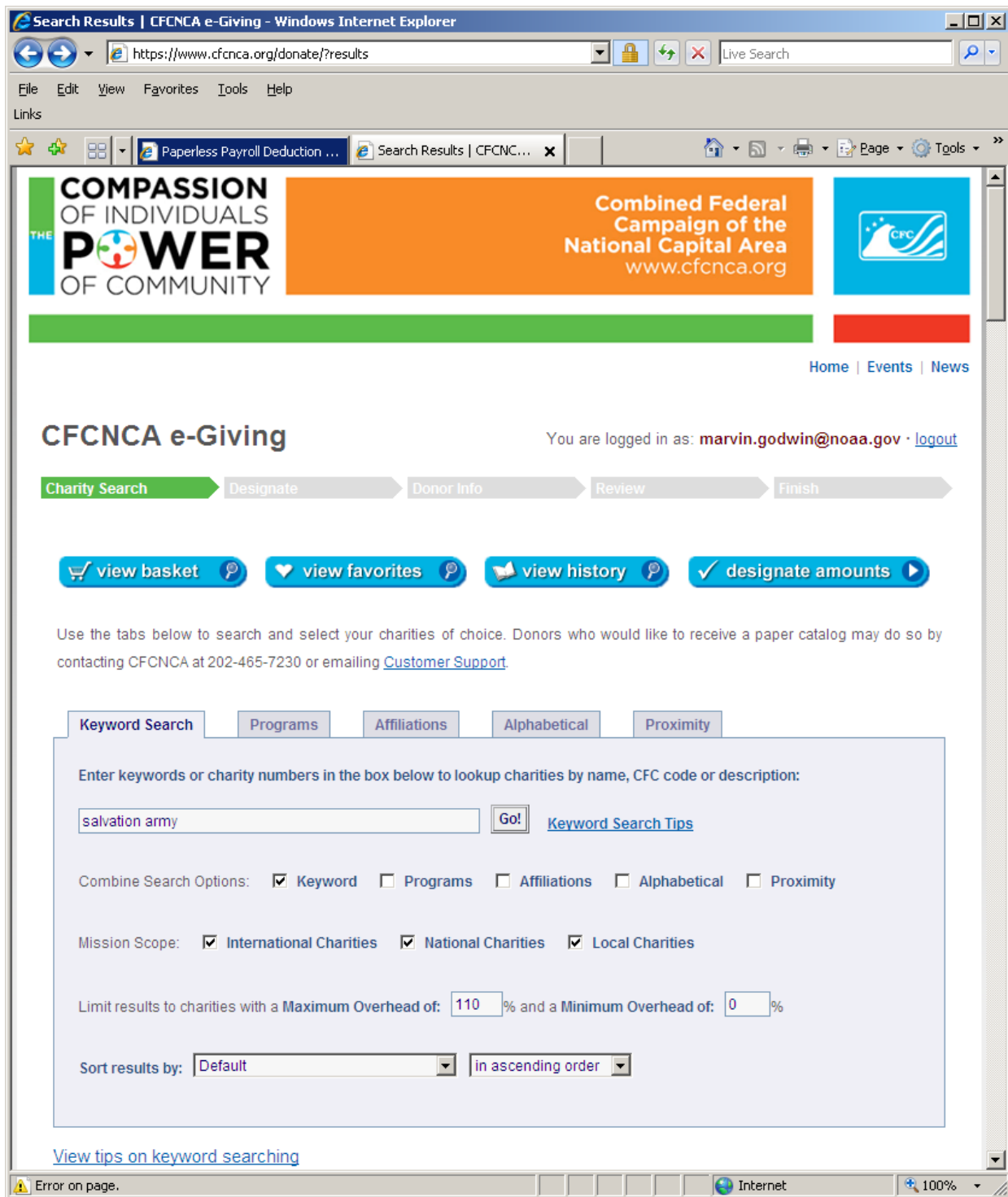
E-GIVING



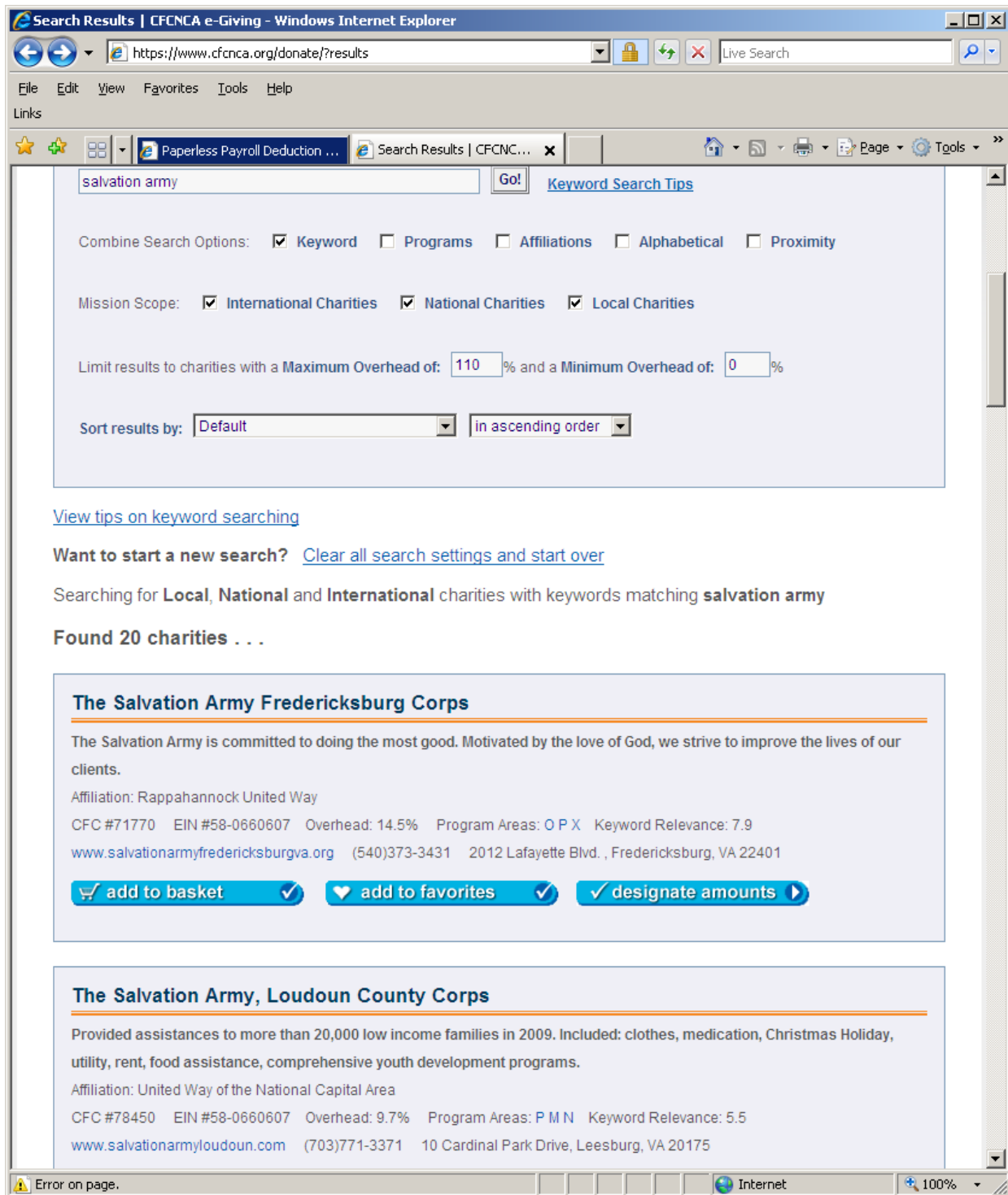
After you have registered, choose the “[proceed with other e-Giving options](#)” link.



If you have already registered, you will be provided with the screen above. The options are the same.



Begin your charity search. The charities you have looked for will appear in a list below the search window.



Add as many charities as you wish to your basket by choosing the blue “add to basket” button. When you are finished, choose the blue “designate amounts” button on the right side of the screen.

Designate | CFCNCA e-Giving - Windows Internet Explorer

https://www.cfcnca.org/donate/?designate&reload=

File Edit View Favorites Tools Help

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Paperless Payroll Deduction ... Designate | CFCNCA e-Gi... x

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CFC

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CFCNCA e-Giving

You are logged in as: [marvin.godwin@noaa.gov](#) · [logout](#)

Charity Search Designate Donor Info Review Finish



Please choose your pledge type and designation amounts below. All fields marked * are required.


* Pledge Type:

Tip: If you change the Total amount, all designation amounts will recalculate. Percentages shown are rounded down to the nearest whole number.

Organization Show descriptions	% of Total	Amount
Army Community Service, Joint Base Myer-Henderson Hall CFC #22829	0%	\$ <input type="text" value="0.00"/>
Fisher House, Walter Reed Army Medical Center CFC #51542	0%	\$ <input type="text" value="0.00"/>
Undesignated	0%	\$ <input type="text" value="0.00"/>
Total:		\$ <input type="text" value="0.00"/>

If your pledge is at the Eagle or Double Eagle level, please ask your Keyworker or Campaign Manager for an award pin.

☒ No Award
 ☐  **Eagle Award**
1% of annual salary
 ☐  **Double Eagle Award**
2% of annual salary


 Privacy Information: Your use of this online system takes place over a secure connection. All data is encrypted during transmission to protect your personal information.

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https://www.cfcnca.org/ Internet 100%

Notice that you selected charities appear in the list.

Designate | CFCNCA e-Giving - Windows Internet Explorer

https://www.cfcnca.org/donate/?designate&reload=

File Edit View Favorites Tools Help

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Paperless Payroll Deduction ... Designate | CFCNCA e-Gi... x

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Charity Search Designate Donor Info Review Finish



Please choose your pledge type and designation amounts below. All fields marked * are required.


* Pledge Type:

Tip: If you choose a pledge type, the amounts shown are rounded down to the nearest whole number.

Organization	% of Total	Amount
Army Community Center	0%	\$ 0.00
Fisher House, Walter Reed Army Medical Center CFC #51542	0%	\$ 0.00
Undesignated	0%	\$ 0.00
Total:		\$ 0.00

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Choose your donation method from the pull-down menu list at the top of the page.

Designate | CFCNCA e-Giving - Windows Internet Explorer

https://www.cfcnca.org/donate/?designate&reload=

File Edit View Favorites Tools Help

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Paperless Payroll Deduction ... Designate | CFCNCA e-Gi... x

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CFC

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You are logged in as: **marvin.godwin@noaa.gov** · [logout](#)

Charity Search Designate Donor Info Review Finish



Please choose your pledge type and designation amounts below. All fields marked * are required.

* Pledge Type: **Paperless : One-Time Electronic Check or Credit/Debit Card**


Tip: If you change the Total amount, all designation amounts will recalculate. Percentages shown are rounded down to the nearest whole number.

Organization Show descriptions	% of Total	Amount
Army Community Service, Joint Base Myer-Henderson Hall CFC #22829	50%	\$ <input type="text" value="50.00"/>
Fisher House, Walter Reed Army Medical Center CFC #51542	50%	\$ <input type="text" value="50.00"/>
Undesignated	0%	\$ <input type="text" value="0.00"/>
Total:		\$ <input type="text" value="100.00"/>

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1% of annual salary
 ☐  **Double Eagle Award**
2% of annual salary

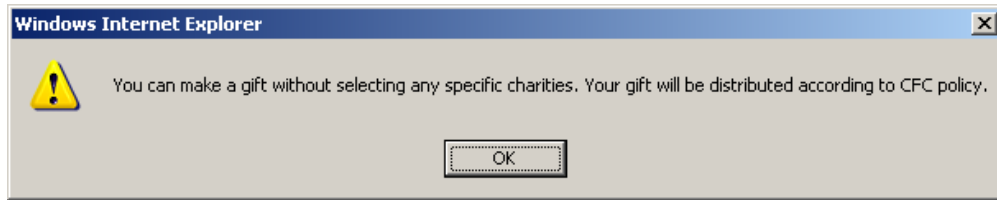
[back](#)
[charity search](#)
[continue](#)


 Privacy Information: Your use of this online system takes place over a secure connection. All data is encrypted during transmission to protect your personal information.

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Enter the amounts that you would like to contribute to each listed charity.



UNDESIGNATED amounts will be distributed in accordance with CFC policy.

Choose the blue “Continue” button at the bottom of the form when you have finished entering the type of pledge and the amounts you wish to contribute.

You will be prompted to enter your donor information on the third page.

Please be sure to note the options for information release at the bottom of the page.

Choose the blue “Continue” button to review your selections, and then again to finish your contribution.

Thank you for your participation in this year’s Combined Federal Campaign! Your willingness to support and assist other in this time of great need is both appreciated and commendable.